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CONCORD, N. H.

# Annual Report



126th Annual Report For  
The Year Ending December 31st, 1981



## CITY MANAGER'S ANNUAL REPORT

I am pleased to submit the Annual Report for 1981. During this year the City Council and Administration have devoted many hours in discussion and trying to solve the problems facing our City.

A major accomplishment this year was the adoption of the Economic Policy Statement by the City Council. The process of involving all boards and commissions, community organizations and citizens in the formulating of this Statement was a very successful experience and one that will be continued in developing other policy statements in all areas of local government.

The following are among the major activities of 1981:

Mrs. Carol Salava became City Clerk in January of 1981.

A Capital Improvement Program for 1981 through 1986 was adopted.

A major water main extension was installed from the Calderwood Well along Glenhill Road and a portion of Tolend Road.

A plan was adopted for the development of the Crosby Road Industrial Park.

Fire alarm street boxes were removed, and a new private system installed at the combined dispatch center at City Hall.

Settlement was reached regarding one of the law suits involving one of the contractors of the Cocheco Separation Project.

Three patrolmen were added to the Police Department to provide better protection for the citizens of Dover.

A contract was awarded for the revitalization of the Main Street area from Washington Street to Franklin Square.

Franklin Square was rededicated upon the completion of new

sidewalks, curbs, lighting, traffic signalization, water, sewer, storm drains and beautification.

In 1981 our new computer went on line providing general accounting and timely reports on all financial matters of the City.

The City Council adopted the general statute provisions for semi-annual tax collection and fiscal year change.

Mr. George Garrett began duties as Economic Director in September.

The City Council and I appreciate the cooperation and support received from department heads, municipal employees, boards and commissions, and above all from the citizens of Dover.

I respectfully submit for your review the following annual report.

Robert D. Steele  
City Manager

## CITY ASSESSOR

### ASSESSMENTS

Property Assessments	\$361,797.001
Trailers	3,773.900
Total Assessments	\$365,570.901
Less Elderly & Blind Exemptions	503.900
Total Net Assessed Value	\$365,067.001

### TAX

Real Estate	\$10,418,838.63
Trailers	108,688.32
Bank Stock	5,795.76
Gross Tax	\$10,533,322.71
Less Veterans Exemptions	119,117.76
Net Tax	\$10,414,204.95

Thomas F. Parks  
City Assessor

## LAW DEPARTMENT

During 1981 the City Attorney was able to settle or resolve ten cases of litigation involving the City, and is handling additional twenty cases against the City together with outside counsel in some instances. In addition the City Attorney's office is responsible for drafting ordinances, resolutions and all legal documents for the City. A great deal of time is used in consulting with department heads, division heads and city council

members, and in the research and preparation of legal opinions.

The City Attorney's office is responsible for several other programs such as the processing of all workmen's compensation and insurance claims. The City Attorney is also the Loss Control Coordinator for the City's Safety Program.

The City Attorney's secretary in addition to her regular duties, continued to hold the position of Clerk of

the Dover Water Board and also filled in for the Secretary to the City Manager on occasion.

In addition to representing the City in matters before the Courts, the City Attorney successfully defended the City of Dover Fire Department in a matter before the American Arbitration Association.

Scott E. Woodman  
City Attorney

## TAX COLLECTIONS

For the year ending December, 1981, the following resume will reflect the collection results in the various Warrants committed to the Tax Collector for 1981. This can best be shown in a Comparison of Collections breakdown.

	1981	1980	1979
Motor Vehicle	\$498,060.50	\$446,783.15	\$447,503.50
Notary	86.50	38.00	51.00
Overages/Shortages	-137.64	+1.55	+65.90
Bank Stock	5,795.75	5,860.99	5,377.03
Resident Tax Current	99,310.00	99,780.00	87,700.00
Resident Tax Prior	16,330.00	16,220.00	10,640.00
Resident Tax Penalties	2,124.00	1,953.00	1,329.00
Property Tax Current	8,564,008.87	7,577,449.59	6,904,943.83
Property Tax Prior	1,544,440.13	1,296,987.70	1,292,508.10
Yield Tax	993.39	522.24	40.14
Boat Tax	1,695.40	3,062.70	—
REDEMPTIONS 1980	268,098.24	—	—
REDEMPTIONS 1979	138,095.49	234,075.52	—
REDEMPTIONS 1978	67,481.12	117,155.46	181,922.52
REDEMPTIONS 1977	—	49,874.83	165,249.85
REDEMPTIONS 1976	—	5,736.02	113,782.72
Interest & Cost	97,632.77	82,981.27	96,311.26
<b>TOTAL</b>	<b>\$11,304,014.52</b>	<b>\$9,938,482.02</b>	<b>\$9,307,424.85</b>
Other Collections			
Water & Meter			
Rent Collections	505,348.22	516,099.87	453,883.14
Sewer Collections	808,663.20	941,651.00	287,855.18
Int. on Water & Sewer	12,389.51	1,080.41	1,578.81
Fire Lines & Hyd. Rental	9,614.50	6,149.00	13,723.64
Maintenance	20,761.18	24,446.91	32,205.76
<b>TOTAL OTHER COLLECTIONS</b>	<b>\$1,356,776.61</b>	<b>\$1,489,427.19</b>	<b>\$789,246.53</b>
<b>Grand Total</b>	<b>\$12,660,791.13</b>	<b>\$11,427,909.21</b>	<b>\$10,096,671.38</b>

Phillippe Morrisette  
Tax Collector

## CITY CLERK

During the year of 1981 the Clerk's office prepared the agenda for Regular Council Meetings and Workshop Sessions, recorded the minutes of the Council and prepared advertisements for public hearings and public notices. The number of meetings held by the council are as follows:

	1981	1980	1979	1978	1977
Regular Meetings	20	19	22	22	22
Special Meetings	5	6	6	6	10
Public Meetings	33	32	58	53	35
Workshops	26	39	—	—	—
Comm. of Whole etc.	—	—	38	32	38

In the area of vital statistics, returns of Births, Deaths, and Marriages occurring in the City are recorded and tabulated for the year 1981 and preceeding four years as follows:

	1981	1980	1979	1978	1977
Births	891	943	806	751	662
Deaths	309	310	333	290	239
Marriages	290	247	254	239	229

The issuing of certified copies of vital statistic records and recording of same is a constantly increasing demand on the office.

The licenses issued through the City Clerk's office include those for: Arcades, Dogs, Junk Dealers, Marriages, Pool Tables, Tag Days or Parades, Taxis (operator, cab and driver) Video Machines, Parking Permits and Raffle Permits. The filing, recording and indexing of Uniform Commercial Code Financing and Termination Statements is also a duty of this office.

This year a central phone system was installed for the offices in City Hall with the attendant's console located in the Clerk's office.

The preparation for the supervision of elections is a duty of the City Clerk and in 1981 the City Election was held on November 3. This was a busy year in this area in that it was the year for reregistration of voters and the Dover Checklist was computerized.

Carol E. Salava  
City Clerk

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## DEPARTMENT OF PLANNING

During the year of 1981, the Department of Planning and Community Development worked closely with both the Planning Board and the Citizen's Advisory Committee in which significant strides were taken to upgrade and redefine the planning function in Dover.

The Planning Department staff remained intact with Timothy Sheldon and Jack Donovan continuing to serve as director and assistant director, respectively. In the Building and Electrical Inspection Division, Richard Selleck served as director. The balance of the staff consisted of secretary Lillian Norton. The Planning Board, however, saw new faces as Alan Crowell and Lois Schofield completed their service on the Board while William Meserve was appointed in late December. Others serving were Council member James McAdams, City Manager Robert Steele, Public Works Director Peter Bouchard, Colonel Harry Griffin, Wallace Akerman, Kerry Forbes and George Maglaras.

Despite the turnover in personnel, 1981 will be remembered as a very productive year in terms of initiating new planning programs and administering existing ones, let alone processing the review of thirty-nine (39) subdivision applications and fifteen (15) site reviews.

For the purposes of this Annual Report, work activities will be broken down into three categories: Planning Administration, Grants-In-Aid and Building and Electrical Inspection Division.

### PLANNING

#### ADMINISTRATION

The ongoing effort to update Dover's Comprehensive Development Plan has remained the Department's highest priority. Throughout the past three years, virtually all of its work elements have been completed or are well on their way to completion at this juncture.

Dover's Comprehensive Economic Development Policies were written by the Planning Department and subsequently reviewed and approved by the Planning Board, the Dover Industrial Development Authority and the City Council.

The Crosby Road Industrial Development Plan was written by the Planning Department, in cooperation with the Engineering Division, and approval for the construction of Phase I has been granted by both the Dover Industrial Development Authority and the City Council.

A Sign Ordinance has been developed by the Planning Department and formal review by both the Planning Board and the City Council will be forthcoming in 1982.

The Department assumed responsibility for the drafting of a lease agreement, developing the bid package and negotiating the final bid review for the City's hydroelectric redevelopment program involving the Cocheco Falls Dam.

The Department also was responsible for writing the Developer's Kit in the City's search for a developer to buy and redevelop the Pacific Mills Complex.

The Department also completed a first draft of the "Pacific Mills Quadrangle Commercial Revitalization District—A Redevelopment Plan."

This document recommends a comprehensive redevelopment strategy for the purpose of revitalizing the Pacific Mills Complex and that area known as the Cocheco Landing.

Both the Upper Square and Main Street Revitalization Projects were administered by the Planning Department, in cooperation with the Department of Public Works.

The Planning Department also expanded its operations into new realms of community service as described below:

The Department has been selected as one of New Hampshire's contact agencies by the United States Census Bureau.

The Department has assisted the efforts of the

Cooperative Alliance for Seacoast Transportation (COAST) by serving on the corporation's technical committee.

### GRANTS-IN-AID

The Planning Department has been very successful in obtaining Federal monies. During the past three years, the City received \$1,685,000 from the United States Department of Housing and Urban

Development to fund several interrelated downtown improvement efforts: the Upper Square Reconstruction Project, the Main Street Improvement Project and the Main Street Neighborhood Rehabilitation Project.

In 1981 the Department implemented the former two projects, both of which were designed to improve economic conditions in the

Central Business District through the construction of extensive infrastructural and aesthetic improvements. The Upper Square Reconstruction Project, which was begun in October 1980, was successfully completed in July. The Main Street Improvement Project was substantially completed last fall; only the landscaping has yet to be completed.

The complementary Neighborhood Rehabilitation Program, designed to improve living conditions in the adjacent Main Street neighborhood, will be completed in March, 1982.

### BUILDING INSPECTION DIVISION

MONTH	PERMITS	ESTIMATED COST	FEES
January	10	\$ 104,000	\$ 252.00
February	9	129,000	258.00
March	26	234,000	468.00
April	29	396,000	692.00
May	25	319,000	637.00
June	19	271,000	543.00
July	15	257,000	514.00
August	21	266,000	532.00
September	23	331,000	663.00
October	17	1,247,000	494.00
November	9	450,000	755.00
December	24	126,000	252.00
Yearly Totals	227	4,130,000	6,060.00
1980 Totals	307	8,323,400	10,155.00
Electrical Permits 1980-208			2,506.00
Electrical Permits 1981-155			1,044.00

Primary considerations have been directed toward Public Safety by substantiating compliance with City codes, construction, electrical installations, and adequate employment of safety measures for occupancy and operations. The procedures now being followed substantially assist the Division in these considerations; although there still remain certain areas which require updating or revision. The overall progress made in 1981 has provided controls that are beneficial to the City, as well as the individual recipient of the service provided by this Division.

Timothy Sheldon  
Planning Director

## ECONOMIC DEVELOPMENT DEPARTMENT

Until September the economic development activity was divided between the City Manager and the Planning Director. In August the Economic Director was selected and joined the City staff on September 8.

Since that date, three brochures have been developed; an economic profile of the City, a promotional mailing piece, and one promoting the Crosby Road Industrial Park. The profile has been printed and is in distribution, the mailing

piece is in the printer's hands and will be available for distribution in February. The Industrial Park brochure is complete except for aerial photos and should be ready for distribution in early spring. Old prospect files have been reviewed, evaluated and updated. Industrial prospect mailing lists for all of the New England States have been compiled and with the cooperation of the City Engineer, Assessor and Planning Department a map file of available industrial sites,

and utilities serving those sites, is being compiled.

In compliance with the provisions of the Comprehensive Economic Development Policy, adopted by the City Council, meetings have been held with many local industrialists to determine their needs and to offer assistance in any expansion or relocation plans. In one instance we assisted a local industry in finalizing their plans for a doubling of their plant size. Building permits have been issued and construction

will start in the Spring on a 32,000 square foot plant addition.

A great deal of time has been spent in trying to find a buyer or tenant for the former Kearsarge building in the Crosby Road Industrial Park. As of this writing negotiations are under way which will hopefully lead to a sale and a substantial renovation and expansion.

When one of the small industries in Progress Drive relocated as a result of a corporate con-

solidation, a new tenant was located and referred to the building's owner within a week.

Assistance has been given to two New Hampshire colleges looking for branch locations in the Dover area. One has located in Dover, the other, as of this writing, has yet to make a decision. A number of other local businesses have been assisted in their search for space.

A good deal of time has been spent in working with prospective users of the

Pacific Mills property and in developing financial proposals for reuse.

Working relationships have been established with the Dover Industrial Development Authority, the Economic Council of the Chamber of Commerce and the Downtown Board of Trade.

As of December 31, negotiations are continuing with three out of state and two area firms who have shown an interest in Dover as a site for relocation and/or expansion.

### INDUSTRIAL DEVELOPMENT AUTHORITY

development and use of the Crosby Road Park land have been drafted and are currently being studied by DIDA.

Negotiations for acquiring options on land adjoining the Crosby Road Industrial Park have been started. Such options would guarantee the future availability of land for expansion of the Park and would prevent land speculation. A sign iden-

tifying the Park is being designed and will be erected in the spring of 1982.

DIDA authorized and paid for a survey of some 50 acres of State owned land adjoining the Turnpike at exit 9. Negotiations are under way with the State to acquire the land at no cost for an agreement by the City to provide access to land adjoining the parcel and retained by the State.

During the year, negotiations have taken place with three potential industries which would have required DIDA assisted financing. One, a start-up operation has been suspended pending a downward adjustment in interest rates; a second, an expansion of an existing industry has been postponed for the same reason; a third, involving an out-of-state firm which is con-

sidering manufacturing a new product and would require extensive financial help is still in negotiation.

The year 1982 and succeeding years should prove to be active ones for DIDA and years of economic growth for the City with the development and further expansion of the Crosby Road Industrial Park.

George W. Garrett  
Economic Director

The Dover Industrial Development Authority, created by an act of the State Legislature in 1970 is the land holding and financing arm of the economic development efforts of the City. During 1981 it proceeded with development plans for the Crosby Road Industrial Park, a 50 acre parcel acquired by the City, as a gift, and turned over to DIDA for development.

With the cooperation of the City Planning Department, a long range plan for the development of the park has been completed and approved by the City Council. DIDA has also participated in the development of a broad based economic development policy for the City which has been adopted by the City Council. Protective covenants for the



## FIRE &amp; RESCUE

It is a pleasure to present the annual report for the City of Dover Fire & Rescue Service for the calendar year 1981. You will note that statistics published here indicate an overall decrease in fire suppression response, and special notice should be taken regarding the eight month period when the incidents started their decline. The incidents started to reduce significantly between May and June when the Municipal Fire Alarm System was taken out of service. Malicious false calls reduced by an average of 80% per month, which significantly reduced overtime pay and operational expenses for

apparatus.

Excluding the Covered Bridge fire, our estimated dollar loss due to fire continued to reduce compared to 1980 figures. This can be attributed to improved training procedures, the personnel's desire to improve their abilities through college and specialized training courses, which they attend on their own time, and the ever present and continuing fire prevention programs developed and implemented in our City.

The Emergency Medical Services, while still in infancy, has proven to be a valuable service to the citizens of our community. Despite economical

restraints, the quality of service rendered is rumored to be one of the best in the State.

Significant steps to improve the quality and quantity of fire services were accomplished with the thoughtful attention and support of your Office and the City Council. For this cooperation and assistance and that of other individuals and groups, I would like to express appreciation.

This progress has been accomplished with the assistance of the personnel, and I would like to express my appreciation to my Secretary, firefighters, officers, call men and volunteers for their continual support and efforts.

## TOTAL BOX ALARMS

60

## TOTAL CALLS PER DAY PER WEEK

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
167	143	152	136	163	200	176

## TOTAL CALLS DURING SPECIFIC HOURS

0000-0600	0601-1200	1201-1800	1801-2400
87	264	437	349

## METHOD OF ALARM

Telephone	303
Municipal Fire Alarm	56
Private Fire Alarm	3
Radio	36
Direct Report To A Fire Station (verbal)	49
No Alarm Received - No Response	1
911	686
Method Of Alarm From The Public Not Classified Above	3

## MUTUAL AID

Given	Received
31	12
Fire Personnel	Civilians
5	2

## NUMBER OF FIRE RELATED INJURIES

5
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## ESTIMATED DOLLAR LOSS

\$449,239

## TOTAL CALL MEN RESPONSE FOR THE YEAR

140

## TOTAL MILEAGE FOR INCIDENTS

6,783

## TOTAL FIREMEN WORKING OVERTIME FOR INCIDENTS

888

## TOTAL FIRES PER WARD

1	2	3	4	5	6
179	187	137	205	209	189

## FIVE LARGEST LOSSES IN 1981

County Farm Bridge	Covered Bridge	Estimated Dollar Loss
Dover Point Road	Barn	\$250,000.00
Dover Point Road	Barn	80,000.00
Union Street	Residence	65,000.00
Hayes Lane	Residence	40,000.00
	Residence	22,000.00

## FIRE CASUALTIES

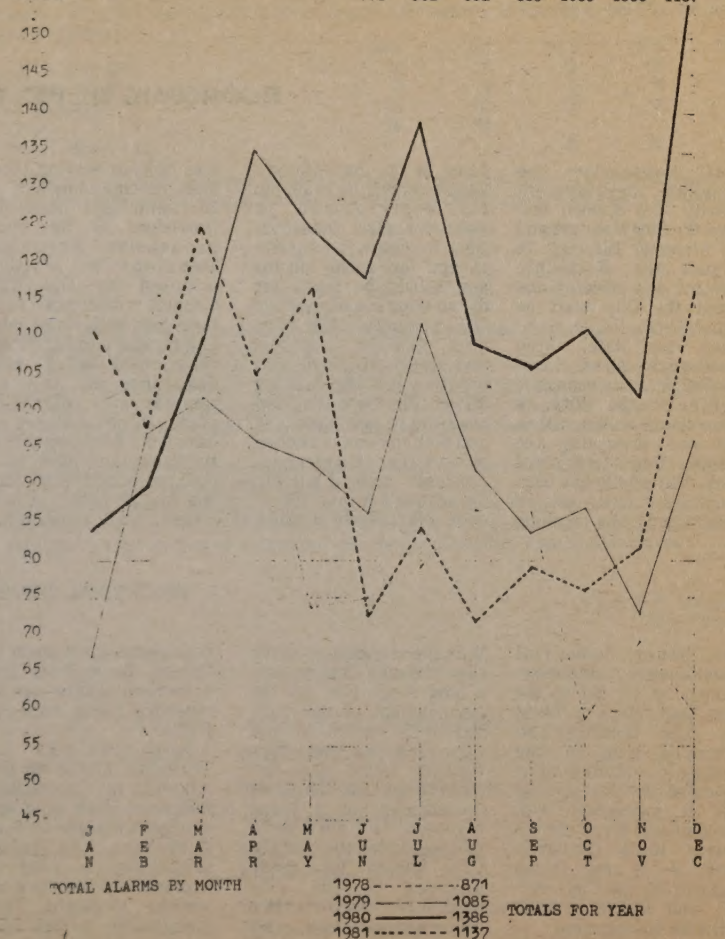
1979	1980	1981
0	0	1

## ENGINE COMPANY RESPONSE BY MONTH

	1979	1980	1981
January	67	84	111
February	97	90	98
March	102	110	125
April	96	135	105
May	93	125	116
June	86	118	73
July	112	139	84
August	92	109	72
September	84	106	79
October	87	111	76
November	73	102	82
December	96	157	116
Total	1085	1386	1137

## FIRE ANALYSIS

YEAR	75	76	77	78	79	80	81
Structure	131	189	157	71	60	72	61
Outside	201	169	163	7	18	9	7
Vehicle	61	76	74	57	39	36	28
Brush				81	61	82	59
Refuse				20	25	30	31
Explosion—No Fire				1	1	3	2
Outside Spill—Fire				1		3	
Fire Explosion—NCA					4	1	
Steam Rupture					4	2	3
Air, Gas Rupture					3	1	2
Overpressure Rupture—NCA				1	1		3
Emergency Medical Call					2	200	233
Lock-In				1	4	4	2
Search					22	1	2
Extrication				2	9	16	12
Rescue Call—NCA					1	10	4
Spill, Leak—No Ignition				79	57	66	52
Explosive, Bomb Removal				2	3		
Excessive Heat				2	1	5	3
Power Line Down				5	11	8	5
Arcing Electrical Equipment				50	37	48	33
Chemical Emergency				3	3	2	
Chimney Fire Non-Hostile					4	38	52
Hazardous Condition—NCA				3	8	14	11
Hazardous Condition—Insufficient Info.				2			
Lock-Out				26	29	75	77
Water Evacuation				7	16	13	3
Smoke, Odor Removal				10	8	8	4
Animal Rescue				17	15	14	11
Assist Police				34	37	26	16
Unauthorized Burning				53	52	53	32
Cover Assign., Standby				9	20	11	6
Service Call—NCA				17	190	173	96
Smoke Scare	93	88	127	119	138	101	103
Wrong Direction				2	2	3	
Controlled Burning				28	22	38	16
Vicinity Alarm					3	1	2
Steam				12	9	15	5
Good Intent Call—NCA				10	20	24	19
Good Intent Call—Insufficient Info.				2	1		2
Malicious False Call	35	33	38	79	69	100	56
Bomb Scare				3	3	2	
System Malfunction				27	56	49	49
Unintentional				19	31	19	28
False Call—NCA				4	8	4	4
False Call—Insufficient Info.				1	1		
Type of Situation Found—NCA				4	10	6	3
Totals	771	932	992	885	1085	1386	1137





## FIRE PREVENTION DIVISION

During the year of 1981, the Bureau of Fire Prevention conducted 944 inspections, 548 reinspections, and 201 other prevention related activities for a total of 1,701 activities. The Bureau of Fire Prevention designed and had printed a Learn and Color Book for the elementary school. A fire Prevention Special was developed by this office and circulated through Foster's Daily Democrat.

The Senior Safety Advisor visited over 300 homes of elderly people and discussed fire safety and home evacuation.

The Bureau also conducted 18 fire investigations. Out of the 18 investigations, 12 were suspicious in origin, six were accidental in nature, one claimed the life of a middle-aged man, and one arson case, resulting in trial and conviction.

The addition of new equipment and training aids has increased the types of life threatening emergencies we can handle. The cold water rescue suit has allowed us to handle water emergencies with safety and expediency. The acquisition of CPR manikins and EOA manikins has helped us meet some of our objectives in training both department personnel and the public in life saving techniques.

The upward trend in training has continued on in 1981. A change in recording physical fitness training hours has resulted in what appears to be a reduction in total training hours. On Chart A-1 the year 1981 appears to have decreased in total training hours by approximately 800 hours, but if the 1981 column was recorded the same way as the 1980 column, it would show an increase of approximately 1500 hours over that of 1980 (the dark area). The major difference is that in 1980 personnel were allowed one and one-half hours for physical training performed, and in 1981 they were only allowed one hour to perform the same physical training. This resulted in a reduction of approximately 2500 hours of training.

Type	Inspected	Reinspected
Business	47	32
Foster Homes	8	6
Mercantile	59	37
Place of Assembly	27	24
Child Day Care	19	12
School	16	23
Service Stations	7	4
Residential Single Family	34	0
Residential Apartment	247	92
Residential Hotel	3	2
Health Care	6	4
Penal	2	5
Industrial	19	14
Wood Stove	237	102
Complaints	263	191
<b>Total</b>	<b>994</b>	<b>548</b>
Fire Drills	87	0
School Programs	32	0
Extinguisher Class	19	0
Review of Plans	53	0
Wood Stove Class	10	0
<b>Total</b>	<b>201</b>	<b>0</b>
Fire Investigation	18	0

## EMERGENCY MEDICINE

In following with our objectives, we have increased the number of personnel that are trained at the basic level of Emergency Medical Technician (EMT), and other personnel have acquired skills which has enabled us to provide advanced life saving skills to the suddenly ill or injured citizen of Dover. Some of these skills are EOA, MAST, EMT Instructor, and CPR Instructor. These skills are not only improving the level of care

given by our personnel, but through educating the public in preventing and giving help to themselves, the chance of surviving a life threatening incident is increased. We have provided to the community 24 classes, reaching 337 civilians on the following topics:  
Heart Saver  
Basic Cardiac Life Support

Emergency Medical Aid  
Assist to Fire

Total Ambulance Response

Basic Cardiac Life Support  
Refresher  
First Aid for Park and Recreation

First Aid for Dover Ice and Tennis  
First Aid for Babysitters  
Blood Pressure Clinic  
Risk Factors of Heart Disease  
EMS in Dover  
EMS as a Career

652

276

928

## TRAINING DIVISION

Chart A-2 depicts total monthly training hours. The reduction of hours in February and April were due largely to I.S.O. and department evaluations. The reduction in June and July (normally a high training period) was due primarily to being assigned to shift work and three weeks of vacation. The gradual climb out of the training recession began in the following month of August, as a result of incorporating the department suppression officer as Training Instructor. The climb continued through August, September, and October. Then in November and December there was another sharp reduction in training hours. Again the reason seems to be because the Training Officer turned his attention away from department

training and was involved with vacation, emergency leave, one week of schooling, and organizing a Community Mock Disaster. The dark area on this chart shows the lost physical training hours per month. The red line indicates training hours per month in 1980. Special training courses offered to employees at the Central Fire Station were: Protective Clothing Symposium  
Basic Forest Fire Fighting  
Advanced Forest Fire Fighting  
Mast Trouser  
Mock Disaster (Davidson Rubber Co.)  
Courses presented to firefighters on duty were: Electrical Emergencies  
Wood Stoves  
Tools & Equipment  
Cardiac Pulmonary Resuscitation

Protective Breathing Apparatus  
Vehicle Extrication  
Fire Codes  
Building Tours  
Sprinkler Systems  
Practical Situation Exercise  
Hydraulics  
There has been a substantial increase in training aids and supplies; the incorporation of suppression officers for training instructors; the acquisition of an Assistant Staff Lieutenant; and there are approximately five personnel studying to be certified State Fire Instructor I's. We also have two new CPR Instructors, and we have expanded our training in EMS in the area of EOA and MAST Trousers.

David F. Bibber  
Chief, Fire and Rescue

## CITY OF DOVER STATEMENT OF REVENUES, EXPENDITURES AND ENCUMBRANCES FOR THE YEAR ENDED DECEMBER 31, 1981

	BUDGET	ACTUAL	ENCUMBRANCES - DECEMBER 31, 1981	VARIANCE - OVER (UNDER)
<b>REVENUES</b>				
Taxes	\$10,258,406	\$10,564,738		\$306,332
Licenses and Permits	475,700	520,181		44,481
Fines and Forfeits	187,100	207,864		20,764
Use of Property and Money	353,000	379,234		26,234
Current Service Charges	321,975	321,733		( 242)
Other Revenues	15,800	243,751		227,951
Education - Primarily Federal & State	1,896,679	1,568,513		( 328,166)
Grants and Tuition				
Intergovernmental	1,557,466	1,126,145		( 431,321)
<b>TOTAL REVENUE</b>	<b>\$15,066,126</b>	<b>\$14,932,159</b>		<b>(\$133,967)</b>
<b>EXPENDITURES AND ENCUMBRANCES</b>				
General Government	\$ 849,794	\$ 820,165	\$ 13,411	(\$ 16,218)
Public Safety	2,019,040	1,973,016	18,678	( 27,346)
Public Works	1,642,289	1,562,344	16,483	( 63,462)
Culture and Recreation	619,822	594,985	742	( 24,095)
Community Services	118,097	112,725		( 5,372)
Human Services	328,793	299,293		( 29,500)
Education	7,440,584	7,002,695	103,784	( 334,105)
Intergovernmental	893,700	993,678		99,978
Principal and Interest	1,654,007	1,364,417		( 289,590)
<b>TOTAL EXPENDITURES AND ENCUMBRANCES</b>	<b>\$15,566,126</b>	<b>\$14,723,318</b>	<b>\$153,098</b>	<b>(\$689,710)</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(\$ 500,000)</b>	<b>\$ 208,841</b>	<b>(\$153,098)</b>	<b>\$555,743</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Budget Transfers In-Portion of Prior Years' Unappropriated Fund Balance	\$ 500,000	\$ 500,000		
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	<b>-0-</b>	<b>\$ 708,841</b>	<b>(\$153,098)</b>	<b>\$555,743</b>



## DEPARTMENT OF PARKS AND RECREATION

1981 proved to be another rewarding year as we provided a full level of services, realized additional revenues and continued our improvements to the Butterfield Gym, Indoor Pool and, especially, Guppy Park Pool.

A new roof was installed at the Indoor Pool. This work included insulation of the entire roof and rebuilding of the diving area canopy. The insulation has a higher "R" factor than the original and should cut energy costs. The diving area canopy wood bracing and exterior T-111 panels were badly deteriorated due to excessive moisture entrapment. The wood used to rebuild this structure is pressure treated. Vents have been installed around the perimeter top and bottom edges to allow moisture to escape. Guppy Park has a new picnic shelter overlooking the Pool. This together with new stairs and landscaping provides an ideal spot for family/group outings and picnics. The patio block floor is scheduled to be installed in 1982. A considerable amount of work was needed to prepare Guppy Pool for the summer season. Masonry repairs were made to the Marcite/Gunite finish and tiles were regouted. This work was beyond the normal pre-season maintenance that is required. The Butterfield Gym men's locker room was refurbished with particular improvements to the enclosure and venting of the shower area. This work has substantially reduced the locker room moisture problem whereby the floors were always wet and the steel lockers became rusted.

Cova Greig, Aquatics Director, and her key staff members; Peg Richardson and Maryann Campbell provided swimming programs for everyone regardless of age and/or ability. The indoor pool operated approximately 100 hours per week with a variety of programs being offered each day starting with "early bird" swim (5:30 a.m.) and ending with scuba (10 p.m.). The water exercise program, under the direction of Peg Richardson, became very popular. Individual needs were met via other programs such as: fitness swimming, therapeutic swimming, water safety courses, advanced lifesaving, water polo, springboard diving, competitive swimming, summer learn-to-swim (made possible in part through United Way of Strafford County), adult swim lessons, youth and baby swim lessons and synchronized swimming. One of the aquatic

highlights occurred when we helped to organize and hosted the New Hampshire Special Olympics Swim Meet in which approximately 100 participants competed and 200 volunteers assisted. The tropical climate of the Indoor Pool complete with a Sauna and exercise equipment make this facility enjoyable 12 months of the year while Guppy with its new picnic shelter and other fine facilities make it one of Dover's most popular funspots during the summer.

Dick Cote, Park Maintenance Foreman, and his regular crew of Bob Bonneau, Stan Thorpe and Rollie Oates kept our facilities well maintained and operational. During the winter months the crew kept the steam boiler and heating system operating up to peak efficiency; made improvements to the Gym and Indoor Pool; removed snow from our various open facilities; repaired turf/ballfield grooming/mowing equipment such as tractors, lawnmowers, weed eaters, rakes, shovels, liners, drags, etc.; repaired tennis and play equipment; repaired picnic tables; painted trash barrels; and, attended to other miscellaneous maintenance needs. The crew moved to outdoor work beginning approximately April 1. All outdoor recreation areas received a good Spring clean-up including parks, playgrounds and tennis courts. Guppy Pool required a great amount of pre-season repairs. Mowing, trash removal, ballfield grooming, assistance with special events such as July Fourth and the Playground Carnival, equipment repair and maintenance and general clean-up kept the crew very busy during the summer and into early fall. A considerable amount of time was spent putting things back together due to vandalism and high use. Improved publicity, innovative programs, scheduling changes and facility improvements seemed to have a positive effect upon Recreation Center (Butterfield Gym and Indoor Pool) use. Annual attendance for this facility was 165,000 - 175,000. Many people participated in ongoing instructional programs and Leagues while others dropped in on a regular or casual basis for relaxation and exercise. The rooms were in constant use for meetings conducted by our Affiliated Organizations and rentals such as scuba classes. Our tournaments, swim meets and special events attracted hundreds of spectators. At certain times of the day (especially

noontime) our parking area could not adequately accommodate all the cars. The Recreation Center was open an average of 100 hours per week; and, we still have no "turn down" requests for meetings, and rentals and additional programs. Our weeknight custodians, Ray Oates and Jim Melitus did a great job despite the long hours of heavy use.

Increases in programs and attendance at the Rec. Center and Guppy Park Pool coupled with better fund raising boosted total revenue from \$115,710 in 1980 to \$125,000 for 1981. This represented an approximate 10 percent increase. Free use, however, also increased as more people, particularly youth, took advantage of free swim time and "vouchers". There was no charge for the Youth Center except for the juke box and video games. Children who could not afford the Gym fee were admitted free on a daily basis. Many non-profit organizations received free Rec. Center use such as: Odyssey House, Dover Group Home, Great Bay Training Center, Portsmouth Rehabilitation Center, Riverside Rest Home, Strafford Guidance Center and others. Dover Catholic School conducted their physical education programs in the Gym and Pool.

Doug O'Brien, Assistant Director in charge of the Butterfield Gym and playground programs, conducted a full schedule of Gym activities. Basketball continued to be the number "1" activity; but, volleyball and fitness programs became more popular. It became necessary to expand volleyball to two nights; and, the noontime fitness period was increased from 1½ hours to 2½ hours (11:30 a.m. to 2 p.m., Monday through Friday). The exercise room was expanded in order to accommodate a growing interest in weight training. The recently completed Youth Center (formerly downstairs workshop) became an instant hit. Kids dropped-in to play football, air hockey, table tennis, table golf and video games. Arts/Crafts programs and other special functions were also held in this brightly decorated area. The Second Annual Adult Invitational Tourney attracted 12 top-notch teams who provided some excellent basketball action. This event together with the Butterfield Memorial (elementary school) Basketball Tournament, the Northeast High School Basketball Tourney and the Kiwanis Invitational Table Tennis Tourney attracted several hundred spectators. Square dancing

returned to Friday evenings and the Butterfield Gym became the home court of the McIntosh College basketball team. Summer Programs included: Camp Sun 'n Fun, Youth Tennis, Youth Softball, Arts and Crafts, Special Trips and the Playground activities including Special Events such as the Carnival. Camp Sun 'n Fun was completely filled with a waiting "list". Youth Tennis had another great year as 216 participants learned tennis skills via the teaching of Kim Bosse. Average daily playground attendance was 175 - 185 at seven supervised playgrounds: Park Street, Mt. Pleasant, Longhill, Applevale, Hancock, Morningside and Horne Street. Approximately 50 to 60 people

per day rode the free buses to Guppy Park Pool on sunny summer weekdays. As always, the Canobie Lake trip proved to be the highlight and a fitting end to our playground/trips program. One hundred eighty-five children participated in fund raising in order to make this trip possible.

Hundreds of volunteers worked on behalf of our Recreational Sports Leagues/Teams thus providing worthwhile experiences for thousands of people, especially youngsters. Many local businesses and fraternal organizations sponsored teams and events, without them, the Leagues would not have been able to "make ends meet". Affiliated organizations in-

cluded: Southside Little League, Babe Ruth Baseball, Pee Wee Football, Little Green Football, Dover Youth Hockey, Minor League Baseball, Dover Adult Softball and the Men's Basketball League. Our Department directly conducted the following youth leagues: Fall Soccer League, Summer Soccer League, Tyke Basketball League, Midget Basketball League, Youth Softball League and the Northeast High School Basketball League.

A "Special Thank You" is extended to all volunteers, sponsors and the Dover School Department and other City Departments.

Donald Heylinger  
Recreation Director

## PUBLIC LIBRARY

While 1981 was a year that saw traditional library services continue at the active pace set in recent years, it was also a year of significant changes and improvements.

During the early part of the year the staff, trustees and Friends of the Library were caught up in the exciting work involved in the architectural study of the Library that had been approved by the City Council in 1980. Aaron Cohen, an architect and library planner from New York, spent two days surveying current use of library space and made recommendations for the future. The firm of Dudley, Walsh and Moyer and their technical experts did a thorough study of the library building and its internal systems, resulting in a detailed plan for correcting existing problems and preparing for future needs. The findings and recommendations of the architects became the basis for the Library's long range capital improvements program, which was forwarded to the City Council.

The annual budget provided for a new microfilm reader/printer, which was used and appreciated by the many people who need to read and make copies of parts of our collection of 357 rolls of microfilmed newspapers, some of which date back to 1823.

During the summer the Library entered the computer age briefly, with the loan of a TRS-80 per-

sonal computer from Radio Shack. People of all ages, but especially the young, took advantage of the opportunity to have their first "hand on" experience with a computer.

In August the Statewide Borrower's Card, a means of extending reciprocal borrowing privileges to the library users of the state, was discontinued after ten years. While this represented a step backwards for New Hampshire in efforts to encourage resource sharing, it was made necessary by the state's continued failure to provide funds to compensate the libraries that carried the burden of extra service at local expense. The fee for non-resident borrowers was raised to \$20 per year at the same time, and 63 non-residents chose to pay that sum before the year ended.

The Library became a member of the New Hampshire Video Network at year's end, when Federal grant money provided video equipment with which to produce, record and show programs in a half-inch VHS format. This new capability will present an exciting challenge to the staff in the year ahead.

The Public Library continued to serve as the library for the Junior High School through the school year and into the fall, while the renovations of that building were completed and supply problems kept its library from being put into service.

The Friends of the Library lent invaluable

support in the area of programming, with a very impressive musical evening, an open house and reception for local artists, and an evening of pictures on New England's beauty.

The Children's Room provided excellent service to youngsters and their parents. Sixty workshops, geared to holidays and the seasons, were held, 95 story hours entertained the preschoolers, and 115 class visits were hosted, bringing 4,234 children to the Library for these special activities. At the same time uncounted numbers of children came to the Library to borrow more than 44,000 books.

During the year 3,390 new books were added to the collection, while 1,585 items were withdrawn in the constant effort to keep the collection useful and up to date, with a total of 60,204 books owned at year's end. Library users borrowed 142,271 books, 9,552 magazines, 3,720 phonograph records and 194 framed art prints, for a total circulation of 155,737. Innumerable questions were answered and information was provided to those calling or visiting the Library.

The Library staff and trustees ended a year of growth and service looking forward to an even greater role for the Library in the life of the city in the years ahead.

Donald K. Mullen  
Library Director



## POLICE DEPARTMENT

During 1981, a stabilization in the number of complaints and calls for police service was finally realized. This was brought about primarily by a reduction in false burglar alarms by approximately 200, and the increased capacity of the Police Department to detect troublesome areas, respond in a timely manner and resolve the problem rather than wait for a large number of citizen calls. Criminal arrests, as in 1980, again increased significantly bringing a continuing stabilization in the overall crime rate.

There were 135,616 telephone calls received by the Police Department during the year compared with 133,530 for the same period in 1980. Of these calls, 21,183 were complaints or requests for police services. This compares with 21,835 in 1980 or a decrease of 3%. While this decrease is not significant in and of itself, it reflects the stabilization brought about by the Department's increased capability resulting from three (3) additional police officers and a newly developed computer analytical capacity. Combined, these additions provide for the detection of trouble areas and the personnel to resolve the problems in these areas before they result in the generation of a large number of citizen complaints. Answering these complaints and calls for service and conducting the necessary criminal investigations resulted in 456,678 radio transmissions being made.

The overall Part I (Serious) Crime Rate was reduced, and some specific categories were substantially reduced, thereby offsetting the numerical increases in others. The total Part I Crimes in 1980 were 1,526, reduced to 1,402 in 1981.

In particular and of most significance, was the reduction of burglaries for the fourth consecutive year due in large part to the Crime Prevention Program instituted four years ago that targeted the crime of burglary as a high priority. Clearance rates for burglary have also remained high in Dover at 27% as compared with State and National clearance rates of 16% and 15% respectively.

Even though an overall decrease was realized in this area, of particular concern is the increase in robberies which is particularly serious because of the high likelihood of violence and injury. Furthermore, the high percentage of robberies committed by out of town people is troublesome, as the investigations become

difficult and time consuming.

Part II Crime categories also continued to show reductions or stabilization in several areas. Of continuing interest is the decrease in the incidences of vandalism for the second consecutive year. In 1980, the incidences of vandalism decreased from 11.3% from the 1979 rate and in 1981, a reduction in the incidences of vandalism of 24.4% was realized. The incidences of vandalism in 1979 numbered 1,015 which was down to 903 in 1980 and down again to 683 in 1981. This accomplishment is a direct result and another example of benefits being realized by the recently acquired analytical capacity and increased police personnel.

While there are still disturbing statistics in the areas of Driving Under the Influence of Alcoholic Beverages and Liquor Violations, we are seeing a reduction in the number of Drug Law Violations. DWI arrests totalled 174 during 1981 as compared with 146 in 1980 and 134 in 1979. Violations of Liquor Laws increased from 110 in 1980 to 141 in 1981; which unfortunately, is an indication of the use of alcohol by minors. Despite this being the first full year of the City Ordinance

prohibiting Drug Paraphernalia, which resulted in some arrests, the overall arrest rate for possession of narcotics and narcotics violations decreased from 155 in 1980 to 122 in 1981 which is a welcome trend indeed.

It continues to be acknowledged that the crime rate can be substantially altered by the number of arrests and successful solutions to criminal cases. The trend of bringing criminal cases to a successful solution has continued in Dover during 1981 and consequently, there has been a stabilization, and in some areas, a reduction in the crime rate. With additional arrests, however, is an increased workload placed upon the Prosecutor. In 1981 there were 5,236 court cases as compared with 5,063 in 1980. Of these cases, 1,208 resulted in trials. This increase combined with factors such as the Dover District Court becoming a full time court, court rules requiring the Prosecutor to provide copies of all Police Reports to the defendant upon request, the inclination of defense attorneys to file numerous and frivolous motions for dismissal based upon technical grounds, and the recent assignment of a full time public defender in order to

represent, without charge, indigent defendants, has placed a tremendous responsibility and workload upon the Prosecutor, and mandates additional personnel resources for this function. The conviction rate remains high at approximately 98%.

The Juvenile crime problem, although showing some signs of improvement, continues to be a serious problem due to the absolute inability of the Criminal Justice System to deal with serious juvenile offenders or those juveniles with serious problems that will surely lead to involvement in serious offenses. This year, the Youth Services Bureau handled 385 juvenile cases, 118 of which were referred to Juvenile Court. 50% of these cases involved repeat offenders, and 24.5% involved repeat offenders for the same offense. 4.2% of these offenders were committed to the Youth Development Center. 177 cases were referred to the Court Diversion Program of which 75% were repeat offenders, 64.1% of which were repeaters for the same offense. The remaining 90 cases were handled by the Youth Services Bureau as Counsel and Release Cases.

During 1981, as in 1980, inflationary trends continued to reduce the purchasing power for personnel, supplies and equipment necessary for the efficient delivery of police services. This was overcome to a great degree during this year, however, through the approval by the City Council of three (3) additional Police Officers which were long overdue and badly needed, and which almost immediately resulted in a decrease from 10% to less than 3% of the complaints or calls for service that the Department was unable to handle due to personnel shortages. The City Council also took steps to improve the overall efficiency of the Department by approving the first phase of a Capital Program designed to correct the safety and dysfunctional aspects of Police Headquarters, and to combine Police and Fire dispatching functions. As this project progresses, additional efficiency will certainly be realized.

With the additional personnel and an efficient police facility, we now only have to ensure the proper management of all resources in order to prevent future substantial increases in police personnel and consequently, community dollars committed to proper police service. The key to the management of these resources is the absolute necessity of providing sufficient and appropriate training of not only the three newly acquired personnel, but the several other new personnel recently employed because of retirements and ordinary attrition, in order to increase their capacity to perform not only more work, but to perform more complex duties. Since personnel represent in

excess of 80% of the police budget, proper management and training of police personnel is mandatory if cost containment is ever to be realized.

The second key factor in the management of resources is to ensure that necessary equipment is provided and that this equipment is not only properly maintained, but replaced in a timely manner in order to avoid costly waste of police personnel time due to their not being provided with the proper equipment or equipment in good repair.

If these steps are taken, while there will, in all probability, be future increases in resources necessary for an efficient Police Department, these increases should be considerably more moderate than those which have recently been necessary in order to reach the current level.

The Police Department continues its commitment to the delivery of a high quality and quantity of police service to the people of Dover simply because that is exactly what they are entitled to. The areas of deficiency are known, and every effort continues to be made to make the improvements necessary in order to ensure that there is improvement where possible. This is the objective and commitment of the Police Department, and the citizens of Dover may be assured that every effort will be made by every member of the Police Department to honor this commitment.

Charles D. Reynolds  
Police Chief

## WELFARE DEPARTMENT

Fifty-three families were assisted by this office. This represented one hundred eighty-four persons. Sixty-eight single persons were aided. One adult received board and care. Twelve Minors received aid for board and care. One adult was aided with medical only. Four adults were

granted assistance with nursing care. There was one burial. One case was covered for Legal fees by court order.

New Hampshire Department of Public Welfare was paid for the local share of liability on category assistance; - Old Age Assistance, Aid to Totally Disabled, and

Intermediate Nursing Care cases.

Margaret E. Seymour  
Welfare Director

## HEALTH DEPARTMENT

The Plumbing Inspector made 511 inspections, received 21 complaints, gave 57 permits and travelled 5,511 miles.

The Health Officer received 153 complaints, issued 71 restaurant licenses, completed 155 inspections and travelled 1,627 miles.

Beatrice M. Fogg  
Health Officer



## ARENA DEPARTMENT

During 1981, the Arena continued to improve the municipal ice skating rink and provide ice skating activities for Dover residents and skaters from throughout the Seacoast area. Many programs have been instituted at the Arena which have contributed to the financial success of the Arena during 1981.

While an ice rink cannot survive, financially, on public skating programs, figure skating or hockey programs alone, each activity has an integral part in the Arena operation. In order to maintain a positive cash flow and operate the Arena in a self-supporting status, the Arena must be scheduled for maximum use. During 1981 an increase in the amount of ice time rented, has contributed towards our goal of maximum usage and financial stability.

This past year, the Arena instituted a "C" Adult Hockey League with 4 teams. This league is in addition to the 12 teams playing in the "A" and "B" leagues.

Several events were held during November, National Ice Skating Month, to improve community awareness of the recreational benefits of ice skating. While many people have the impression that ice skating is very expensive and violent, this is not always the case. While violence in Professional Hockey is part of the game, Youth hockey organizations stress sportsmanship and skill development. Figure skating has grown considerably this season also and certainly this great individual sport cannot be considered violent.

The cost of these programs is expensive, but the organizations involved also have ways of assisting their members meet these costs. Each individual program has a different way of handling financial assistance, but a skater can almost skate for free if they are willing to do a little extra work.

Why is it so expensive for ice skating sports compared to other youth sports? This is a common

question asked around the Arena. There are two parts to the answer. First of all, these programs must rent the time from the Arena and the cost of providing the ice time is directly related to the electric and labor rates which have been climbing at an astonishing rate. We all feel the increase in the electric rates in our homes, but the Arena operates totally on electricity and a lot of it. When you use 80,000 to 90,000 kilowatt hours a month these unreasonable rate increases hurt even more!

In another respect, the costs for ice skating sports are born almost completely by the users through direct costs to the participants. In other sports such as football, soccer and baseball which use City playing fields, participants are charged for the league or team operating expenses and such things as field maintenance and development are paid for by the taxpayers through the Recreation or School Department budgets. If these costs were con-

sidered in true perspective, then the cost of ice skating sports might not look so expensive in comparison to other sports.

The year 1981 was another milestone for the Arena Administration staff. An Assistant Arena Director was approved in the 1981 Budget and John F. Munson, a Dover native, was appointed to this post on June 30. Munson, a 1981 U.N.H. graduate with a degree in Recreation and Parks, has added additional leadership to the Arena which allows the department to implement more revenue generating programs.

Semi-Professional Ice Hockey had a brief stay at the Dover Arena. The Seacoast Braves who moved to Dover in December 1980 finished out their season in the Spring of 1981 and that ended the Braves stay in Dover. Several of the teams in the New England Hockey League, including the Braves, ceased operation at the end of the season because of poor attendance and lack of financial support.

Five Dover citizens have dedicated many hours to assist in formulating the policies for the Arena Department. The Dover Arena Commission met regularly throughout the year. The Commissioners are a valuable part of the Arena operation, as they provide input from the community as to how this department will serve the needs of the City. The Commissioners are: George Lowell, Chairman; Paul Spellman Jr., Vice Chairman; Toralf "IKE" Isaacson, Secretary; Peter "RED" Murray and Barbara McDonough. Recreation Director, Don Heyliger serves as an ex-officio member of the Commission.

Energy Conservation has become a major effort at the Arena. With energy making up about 30 percent of our expenses, it is necessary to use effective energy management systems to control this expense. During 1981 energy conservation projects included insulation of the core building to reduce heat loss, installation of natural

ventilators which do not require electricity but operate on wind power, effective control of the electric heating system and phase 1 of the lighting conversion project. The lighting project will reduce our lighting load from 56,000 watts to 16,800 watts, a significant savings at today's electric rates.

The Arena Department is looking forward to the challenge of 1982. While expenses are increasing, the department is striving to control these inflationary trends through energy conservation and expanded use of the ice skating facility. The City of Dover has an excellent ice skating facility and the Arena staff will continue to provide the best possible ice skating activities while at the same time being cognizant of our goal to maintain a self-supporting operation. To this end, the Arena staff will strive for maximum facility utilization.

Paul Chalve  
Arena Director

## PUBLIC WORKS DEPARTMENT

The Public Works Department continued its efforts to improve services during the year. We were busy with the daily routine assignments. The Water Division upgraded the system with the replacement and addition of new water mains. The Sewer Division upgraded its system with the replacement of sewer mains and equipment.

The Public Works Department is comprised of six divisions which are: Cemetery, Mill Heating, Public Works, Sewer & Sewage Treatment, Engineering, and Water.

Division review is as follows:

The Cemetery Division operated within its approved budget. The continued efforts by the patrons complying with the regulations regarding the removal of floral displays

and urns has relieved cemetery personnel in their daily tasks, making them available for other assignments. The Cemetery presented a nearly mowed and trimmed appearance all summer and received many favorable comments.

Interments 106;  
Entombments 31;  
Foundations 115;  
Sales of lots 23 lots — 58 graves

Annual care and repairs 14

The Mill Heating Plant provided steam during the heating season to: Miller Shoe, Moore Business Forms, and Warren's building. We had no interruptions of service during the heating season. Routine maintenance was accomplished during the non-heating season.

The Public Works Division was occupied with routine services during the

year. The major project undertaken this past year was the upgrading of the street and sidewalks on Locust Street between Hale and Silver St.

The capital improvement budget provided us with replacement of a new dump truck and a sidewalk tractor equipped with a snow blower. The city garage maintained the equipment with a minimum of down time.

The Sewer Division made great progress in 1981. We were able to replace two sewer lines and the grit collector with no additional budget increase. The sewer main on Crescent Ave. and Shadow Drive had been scheduled for replacement this year, but due to the malfunction of the grit collector and a break in the Berry Brook line, our priorities had to be re-evaluated.

With the use of city forces and an outside contractor the sewer lines at Berry Brook and Crescent Ave. were replaced. Shadow Drive will be re-scheduled for 1982.

Two individuals obtained certification in collection systems and plant operations.

Raw sewage received at plant  
Domestic 12 months 702, 128,000

Average daily flow 1,923, 588

During 1981 the Engineering Division continued to provide technical service and support to the various city departments and the general public. The major projects undertaken this past year included the renovation of Franklin (Upper) Square and the reconstruction of Main Street. Minor projects included the design of water

and sewer line improvements and a study of commercial, business, and industrial growth potential with respect to existing municipal services.

The Water Division worked extensively on upgrading the system by the replacing of defective

gates, hydrants, curb stops and meters. The 4" main on Henry Law Avenue between Tennyson and Nile Street was replaced with an 8" water main. The 16" water main on Glenhill Road was extended from the Calderwood Well entrance to the French Cross Road.

### REPORT OF GALLONS PUMPED-1981

GRIFFIN WELL	118,529,400
CALDERWOOD WELL	255,652,250
HUGHES WELL	80,329,600
*CUMMINGS WELL	223,124,000
IRELAND WELL	137,888,100
LOWELL AVE. PUMPING STATION	173,200,300

\*Water from Cummings is pumped through the Lowell Avenue Pumping Station.

The Water Department has complied with all the requirements of the Safe Water Drinking Act, and State of New Hampshire Water Supply and Pollution Control Commission.

Pierre R. Bouchard  
Public Works Director

## CIVIL PREPAREDNESS

### I. General:

1. Dover's Civil Preparedness Program for 1981 was submitted to State Headquarters on Oct. 24, 1980 and was approved by Regional Headquarters on December 17, 1980.

2. New National F.E.M.A. Director Gen. Giuffrida was nominated Feb. 25.

3. A Seminar was held at Yoken's for the lower seacoast area towns/cities on April 11th. Topic for this

meeting was the first segment of the State Headquarters Crisis Relocation Plan. Mr. Dave Hayden (Federal Contract) was host for this seminar and Mr. David Cass P.I.O. from State Headquarters was on hand to welcome local coordinators and directors.

4. A Hazard Mitigation Team was established at State Headquarters in August to help local government in case of flood

damage. Also a 24 hour emergency phone number was initiated. (1-800-852-3792)

5. A highlight of the year amidst Television Programs on Nuclear War was the appearance of Dr. Edward Teller at UNH.

II. Warning:

1. Our E.B.S. (Emergency Broadcast System) unit checked through 1981 by staff at WTSN.

III. RADEF:

1. Meetings rescheduled

for this group for 1982 as anticipated move to new quarters in 1981 were stalled. Training class on hold.

### IV. Shelter:

1. No further Federal Survey in Dover area for new shelter facilities during 1981.

2. C.R.P. (Crisis Relocation Plan) completed as an Annex to our Emergency Plan. This will be subject to changes in 1982.

### V. Mobile Radio Group:

1. Mr. Denny Belheimer has assumed slot of the local Red Cross Disaster Chairman and a meeting of this group was held at his home in March.

2. Tom and Pat Dolloff members of the ARC Disaster Team were hosts to a meeting in September and assignments were finalized at this meeting.

3. New membership drive for the ARC Disaster Team will be taken up in

the remainder of 1981 and in 1982.

### VI. Industrial:

1. Davidson Rubber Co. held a Mock Disaster Drill on December 23, in the form of a Chemical Explosion. The "victims" were transported to the Wentworth-Douglass Hospital when their Limited Disaster Plan was utilized.

Gilbert V. Dolloff  
L.C.P.C.



## CONSERVATION COMMISSION

The activities of the Dover Conservation Commission during the year 1981 were authorized under four laws; under the provisions of our local enabling ordinance derived from State Law ASA A:1 (1963) we did the following: **UNDER THE PROVISION AUTHORIZING RESEARCH INTO LOCAL LAND AND WATER RESOURCES WE:**

1. Continued our 1980 research on the feasibility of conducting an agricultural survey; We met with Cal Schroeder of the Strafford County Extension Service to discuss possible approaches to preparing a book on local agricultural activity.

2. In April we sponsored a workshop for all Strafford and upper Rockingham County Conservation Commissions

on the mechanics of conducting an agricultural lands survey. Speakers at this workshop were Ray Lobdell of the North Country Regional Planning Commission, and Mr. Jim Hayden of the Rockingham County Soil Conservation Office.

3. In May we met with Tom Cooney of the Strafford Regional Planning Commission to hear an account of an agricultural lands survey which was done in Massachusetts.

4. We sent a member in June to attend a workshop on the state's new criteria for mapping prime wetlands.

5. We assisted in the sponsorship, in May, of a public workshop on Current Use Assessment. **UNDER THE PROVISION AUTHORIZING THE PURCHASE OR RECEIPT OF LAND FOR THE CITY,**

**WE:**

1. Received the deed for land bordering the Cocheco River, donated by Kerry Forbes. A public walkway has been planned, arrangements made to restrict access to foot traffic, and discussion initiated on possible plantings to be done in this area.

2. Ashton Hallett did a complete survey, including aerial photos of the donated Tamposi land, with suggestions for future use.

3. Continued negotiations with B&M Railroad for purchase of a section of right of way. As assessment was done with the assistance of the City Planning Dept. The B&M has rejected our tendered offer of 3,000 dollars, and has stated that they will accept no less than \$5,000. The purchase therefore

was not completed in 1981.

4. The Commission continues to seek additional donations of land along the Cocheco River as part of Dover's "River-walk!"

**UNDER THE PROVISION AUTHORIZING CO-ORDINATION OF AND PARTICIPATION WITH GROUPS ORGANIZED WITH PURPOSES SIMILAR TO OURS, WE:**

1. Sent 3 members to the annual NHCC association meeting.

2. Joined with the Dover-Durham League of Women Voters to notify our legislators of our opposition to changes in Clean Air Act.

**UNDER THE PROVISION AUTHORIZING THE PROMOTION OF AWARENESS OF THE VALUE OF OUR LAND AND WATER RESOURCES WE:**

1. Purchased a marine biology curriculum and books for donation to the Dover school system.

2. Collected donations for Dover High School's Marine Biology program.

3. Purchased Bradford Pearstrees to replace dead trees at the Dover Henry Law Park.

**UNDER THE PROVISION AUTHORIZING THE PRINTING AND/OR DISTRIBUTION OF "BOOKS MAPS, PLANS, PAMPHLETS",**

1. The Conservation Commission wrote and published a pamphlet entitled, "Before You Build, Dredge, or Fill", summarizing federal, state and local laws regarding the protection of wetlands.

2. The Commission has purchased a file cabinet and is classifying pur-

chased and donated books, pamphlets and publications regarding the protection of natural resources. This material will be placed at the Dover Public Library for public use.

**UNDER THE LOCAL ZONING ORDINANCE 21:72** (review of applications to the Zoning Board of Adjustment for construction in the conservation district), **WE HAVE NOT PARTICIPATED IN ANY DECISIONS.**

**UNDER THE STATE WETLANDS ORDINANCE §No.-A WE:**

1. Investigated nine dredge and fill applications and complaints, consulted with city planner, city attorney, city building inspector, and Cynthia Ivey of the Wetlands Board.

## YOUTH RESOURCES

Programs offered by the Dover Youth Resources Office include the Juvenile Court Diversion Program, Drug and Alcohol Abuse Prevention Program, Big Buddy Program, Job Bank Program, Crisis Home Program, and general short term and crisis-intervention counseling, youth advocacy, and employment and education counseling.

Anne Parsons, the Outreach Counselor, became the Job Corps Program screener for this area in October, when the Division of Employment Security withdrew from this responsibility. The Job Corps is a residential training school available at no cost to youths from low-income families. It serves primarily high-school dropouts, assisting them in obtaining Graduate Equivalence Diplomas, drivers licences, and a firm foundation in a trade. Since November first, the Y.R.O. has sent three youths to the Job Corps, with an additional five youths approved for admission and on the waiting list, of a total of 18 applications submitted. The City of Dover is reimbursed \$15 for application processing expenses for each youth who begins the Job Corps Program.

The Job Bank serves Dover youths aged 10 through 21. Each youth who fills out an office application for work is interviewed and matched, when appropriate, with local residents and businesses who have requested services from the Y.R.O. Employment ranges from one-time to full-time jobs, and covers a wide variety of work situations. Each youth is also instructed in job-seeking and job-keeping

skills, employer expectations, and money management. Records are kept concerning the youth's attitude, punctuality, responsibility, and quality of work. There are presently 183 youths aged 10-15, 88 in-school youths aged 16-21, and 61 out-of-school youths aged 16 to 21 enrolled in the Job Bank. During 1981 156 requests for services were submitted and filled.

The outreach counselor presented a job skills seminar to the youths enrolled in the STP program at Dover Junior High. The presentation was video-taped by the STP staff to help the students see themselves in the role of job applicant.

The Y.R.O. was also active in writing and sponsoring CETA Youth Employment proposals in 1981. A \$50,000 proposal for employment for high-school dropouts was submitted to CETA by the Y.R.O. and was the only program for this category of youth funded in Strafford or Rockingham counties in 1981. The program employed and trained 10 area youths in the upholstery trade and operated from February 1 to September 30, 1981. The youths learned the trade through offering upholstery services to non-profit and community agencies such as various city departments, group homes, senior centers, day care centers, and others. Another proposal, totaling \$6,500, was accepted by CETA for a summer youth employment project. The project offered employment to six youths, who had experienced difficulty in previous employment opportunities, in a small animal main-

tenance program. The youths worked at the NHSPCA caring for animals and at the UNH Thompson School preparing new kennels for a fall course in Kennel management. Attendance, punctuality and work involvement among the youths were exceptional. The Y.R.O. also worked throughout the year as a liaison between CETA and local youths. Due to the Y.R.O. efforts, the City of Dover had the greatest percapita usage of CETA youth funding in the state in 1981.

The Y.R.O. also provided walk-in and crisis intervention counseling to a number of youths and their parents in 1981, often in conjunction with Crisis Home placements.

A Christmas party for local underprivileged youth was held in conjunction with the City Probation Office. Local merchants and individuals donated hundreds of dollars to provide food and gifts. The Dover Police Department made a Santa Claus available for the party.

The Drug and Alcohol Abuse Prevention counselor works under the supervision of the Y.R.O. Coordinator, but is paid with funds from the City Council Task Force on Drug and Alcohol Abuse. The counselor's activities for 1981 are described in the Task Force's report.

1981 saw a great deal of development, improvement, and standardization of the Juvenile Court Diversion Program. Cooperation and interaction with the Police Department is at an all-time high, with a clear set of referral guidelines and criteria having been jointly

developed by the Y.R.O. and the Dover Police Department Youth Services Division. A Diversion Committee of 35 people who live or work in Dover was assembled and trained in May and June. This committee was broken down into six groups who meet on a weekly rotating basis and help the Diversion Worker in setting up restitution contracts, work restitution, employment, public service volunteer work and counseling for youth referred to the program. Over 400 hours were donated to the

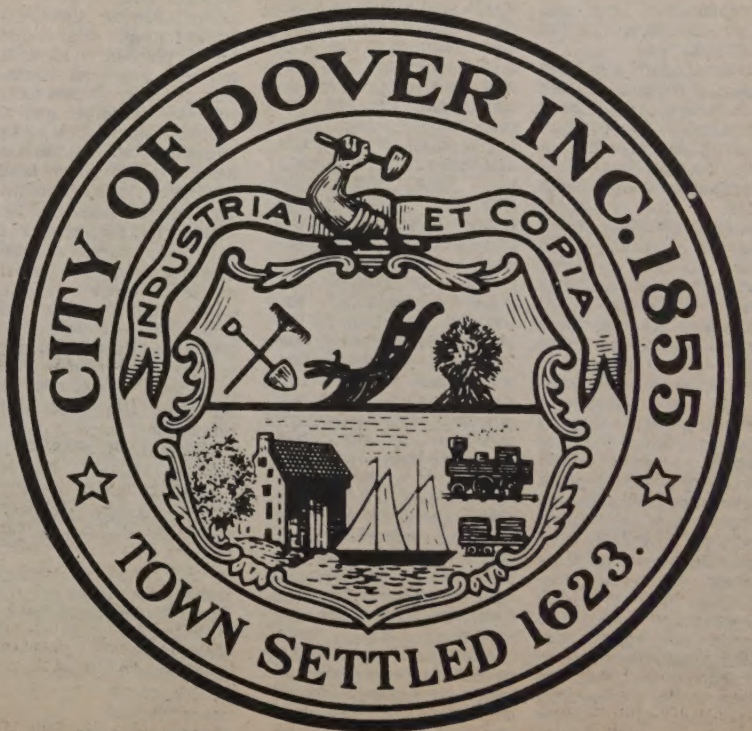
program in 1981 by committee members. The existence of this committee has helped build more of an awareness of the problem of juvenile offenses within the community, and has effected a more community-oriented solution to the problem.

In 1981 90 youths were referred to the Court Diversion Program- 87 from the Police Department, two from the School Department truant officer, and one from Dover District Court. 72 were male, 18 were female. The average age was 15 1/3

years, and average time on the diversion program was 3 1/2 months. 82 of the initial referrals were delinquent offenses. Of the 90 youths in the program, 8 were subsequently petitioned to court for later offenses.

Other services provided by the Y.R.O. to local youths in 1981 included obtaining camp scholarships, helping with educational planning, sending volunteers to help with Red Cross Blood Drives, and more.

Keith Bates  
Youth Resources  
Coordinator





## TASK FORCE ON DRUG AND ALCOHOL ABUSE

In the preliminary report, distributed to the City Council in March of 1981, the Task Force on Drug and Alcohol Abuse established seven goals. We would like to briefly review these goals and report on actions taken to achieve these goals.

**Goal No. 1 — Revision of the Curricula in Dover Schools, grades 1-12. Regarding Drugs and Alcohol:**

During 1981 Task Force members did a great deal of work on the establishment of a prevention education program called "Me/Me" in all Dover elementary schools. This involved meetings with teachers, principals, administrators, curriculum coordinators, staff development coordinators, and representatives from state education agencies. The Task Force sponsored and bought materials for three training sessions of six hours apiece for Dover teachers, and saw the program adopted on a pilot basis by the School Committee in spring, 1981. Thirty teachers, grades 1 to 6, have been trained and most are using the program. The staff development coordinator reports that the program is very popular among both students and teachers.

Debra Lastoff, the Alcohol and Drug Abuse Counselor, has presented a series of drug and alcohol programs at the elementary schools, junior high, and high school.

Task Force work on curriculum projects for grades 7-12 will begin when the Health Curriculum Committee is ready to address this area.

**Goal No. 2 — Employment of a Drug and Alcohol Counselor for the Youth of Dover:**

Debra Lastoff has been employed within the Youth Resources office as Drug and Alcohol Abuse Counselor since December of 1980, working under the direct supervision of Keith Bates, the Youth Resources Coordinator.

As the initial job specifications fell primarily into two categories, alcohol and drug abuse treatment and prevention, Debra has structured her position to fulfill both requirements. In the area of substance abuse treatment, she has provided continuing individual and family counseling as well as crisis intervention counseling to Dover youth and their families. Referrals have been forthcoming from various sources: self-referrals, referrals from parents and concerned friends, and agency and institutional referrals from the schools, the court, the police, the diversion committee, and outside agencies. In return, Debra

has consulted with other agencies and professionals and referred out those clients whose needs would best be served elsewhere. This has included placement, when necessary, of clients in local and out-of-state treatment facilities. In addition, she has acted as an on-going support person for those clients who have joined Alcoholics Anonymous and their affiliated groups. Debra has also provided support and advocacy for clients who are involved in difficult situations with their families, the schools, the courts, and with the Youth Development Center.

Involvement with a wide variety of clients made it apparent that there existed a great need for intensive prevention work to be done both in the schools and in the community, as well as a strong reason for supporting and better publicizing existing programs. To this end, Debra has offered a variety of services to the community. She has developed and presented in-service training to teachers and other area professionals such as the staff of the Dover Group Home. She has delivered workshops and educational awareness sessions to varied and numerous community organizations including citizens' groups, church meetings, the Dover ecumenical council, the area scoutmasters, the diversion volunteer committee, and others. Debra has also developed and presented informational classes and prevention activities to students at the elementary, junior high, and senior high levels, and to the residents of the Dover Group Home. She continues to research and develop a library of materials for general and professional use and was responsible for the organization of materials and video presentation for the Task Force Information Table during Dover Days. Miscellaneous duties have included participation in various Task Force activities including the training of teachers for the Me/Me Drug Prevention Program, consultation with school personnel on the formulation and administration of disciplinary procedure, and attendance at state-sponsored and other conferences on substance abuse issues.

For the future, Debra is planning continuing and additional programming in the schools, involvement with the staff development committee for more in-service work, more community prevention workshops, the initiation of teen support groups around the issues of substance abuse, facilitation of

training of volunteers for the city telephone crisis line, as well as continuing counseling and associated work.

**Goal No. 3 — Establishment of an Educational Series for Parents, Teachers, and other Concerned Citizens:**

The Task Force provided support in the form of partial funding to the Dover Concerned Citizens on Drug and Alcohol Abuse to present information seminars in winter and fall 1981.

The Task Force sponsored a table at Dover Days featuring videotapes of anti-drug abuse advertisements and a wide variety of pamphlets and brochures. We also voted to purchase five hundred copies of the informational brochure "Before It's Too

Late" prepared by the Drug Enforcement Administration. These publications will be ready for distribution in the near future.

Additionally, the Task Force has supported and guided public awareness meetings and training sessions offered by Debra Lastoff to local church groups, scout leaders, group homes, and other organizations. Ms. Lastoff has also been active in providing training for Dover teachers.

**Goal No. 4 — Clarification and Strengthening of the School Discipline Policy Regarding Drugs and Alcohol:**

Keith Bates, Debra Lastoff, and other Task Force members took part in meetings with school

administrators and school committee members, resulting in the drug and alcohol policies adopted by the school committee.

**Goal No. 5 — Increasing Access to Existing Drug and Alcohol Programs:**

The Task Force prepared an information sheet, to be expanded further this year, which was distributed at the Dover Days table this summer.

A major effort in increasing community access to programs and services is the development of a Crisis Intervention Hotline, now in the final stages of preparation. Over 40 people have volunteered to staff this new hotline, and a training schedule for volunteers is being established.

**Goal No. 6 — Establishment and Construction of Alternative Activities for Dover Citizens:**

The Task Force has met with developers of Drop-In Centers and Employee Assistance Programs to study these projects. No action has been taken in these areas yet.

**Goal No. 7 — Establishment of a Clearinghouse for New Ideas and Implementation of New Programs:**

As individuals and as a group, the Task Force has been exploring areas in which to best impact the problem of Drug and Alcohol Abuse in the most efficient and inexpensive way. Future interests include anti DWI programs, Employee Assistance Programs, and more.

## SUPERINTENDENT OF SCHOOLS

The Honorable Raymond F. Hennessey, Mayor of the City of Dover; City Manager Robert Steele; Members of the City Council; Members of the School Committee; and Citizens of Dover:

I respectfully submit the annual report as Superintendent of Schools for the City of Dover. This report contains pertinent data and an accounting of the activities engaged in by the Public Schools of the City of Dover in 1981.

### STATE PROJECTS

**Child Benefit Services**  
During the past year, Child Benefit Services were again made available to the students at Dover Catholic Consolidated School and St. Thomas Aquinas High School. At Dover Catholic, the Child Benefit program provided for a physical education teacher, a special education teacher, a part-time speech therapist, and a part-time nurse. Textbooks and instructional materials were also purchased both for Dover Catholic and St. Thomas. In addition, St. Thomas had the services of a full-time nurse. A combination of state and local monies is made available under this program to provide services to students in non-public schools in accordance with guidelines established by the State Department of Education.

### FEDERAL PROJECTS

During 1981-82, Dover

received funds from federal sources to supplement its regular programming and to implement innovative and additional programs. The sources of funding and programs include:

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### Compensatory Education ESEA Title I:

A total of \$170,864 was spent for administration, social services, and instruction in language arts and reading programs in the public schools and at Dover Catholic, grades K through 8, and at the Dover Children's and Dover Group Homes.

**ESEA Title II:**  
Three competitive grants totaling \$9,600 were received to assist the district in addressing the Basic Skills needs of its students. Project MAP provided computer assistance to the District's Accountability Testing Program. Project PUSH and the First 180 Days Project sought to assist parents in helping their children become better learners.

### Innovative and Supplemental Education ESEA Title IVB:

A total of \$18,153 was spent to supplement library and learning resources at Dover Catholic, St. Thomas Aquinas, and in all public schools. A major component provided a computer to each public school.

P.L. 95:561:

A \$5,000 competitive grant was received to supple-

ment the district's Gifted and Talented Education program. Project CACHE provided resources to allow elementary students to explore the cultural heritage of the Seacoast region and to develop their creative abilities.

### Special Education

P.L. 94:142:

A total of \$31,420.78 was spent to provide supplementary evaluation and counseling capabilities through the services of a psychologist and an outreach worker.

P.L. 89:313:

\$6,500 was spent to provide supplementary services to special needs students through Project Forum and a summer program.

### Adult Education

A total of \$55,084 was received from a variety of sources and expended through the Adult Learning Center for regular adult education, an ALPS program, neighborhood outreach programs, a teen business education program, an adult diploma program, a displaced homemakers program, and an English as a Second Language program for refugees.

### Vocational Education

A total of \$59,553 was received from a variety of sources and expended at Dover High for cooperative education, vocational guidance, a vocational education follow-up survey, a ground maintenance program, and auto body program, a con-

sumer homemaking program, and support for the district's vocational program in the form of equipment, equipment repair and maintenance supplies, material, and travel expenses.

### SCHOOL FOOD SERVICE

The Dover School Lunch Programs' goal is to maintain and improve child health in the school community by providing nutritionally adequate meals through quality food service. It has been proven that a well fed student is a better student. The well fed students of today are our strong and healthy

citizens of tomorrow. We offer menus stressing good nutrition. Our cafeterias are classrooms, our subject a daily lesson in good nutrition. A "Type A" lunch provides a child with one-third of his daily nutritional requirements.

School food service complements and strengthens the efforts of all concerned parents to see that their children are properly nourished. Under some unfortunate circumstances school food service may provide the only opportunity for a child to be well fed.

Our lunches are priced at 80 cents for Elementary students and 90 cents for Junior and Senior High students. Adult Meals are \$1.25. The price of a single 8 oz. carton of white milk is 15 cents. Although this report does not cover the entirety of the 1981-82 school year the approximate number of meals and milk served should be as follows:  
Paid Student Meals 149,491  
Free Student Meals 101,101  
Reduced Student meals 27,486  
Adult Meals 14,097  
Cartons of Milk 566,950

### SCHOOL ENROLLMENT

Our school enrollment figures on opening day for the past five years are as follows:

	1977	1978	1979	1980	1981
Dover High School	1808	1752	1615	1559	1456
Dover Junior High School	628	612	569	536	531
Garrison School	500	449	448	532	472
Hale School			67		
Horne Street School	445	460	408	407	412
Pierce School	66	49	42	77	51
Sawyer School	182	165			
Woodman Park School	693	669	668	598	603



## MAINTENANCE

I would like to thank the Lunch Program staff for their effort and dedication in serving our students. They have kept their cafeterias exceedingly clean and attractive. They have taken care of all our students' and faculties' needs. I would also like to thank the school Nurses for their time and effort with our free and reduced lunch program; the Principals and Custodial Staff for their cooperation; and the Superintendent and his staff for their guidance and support. With the aid and cooperation of everyone, we have had a successful year.

## HEALTH SERVICES

All students in grades 1-12 were measured and weighed. Vision tests were completed on students in grades 1-8. Tests were completed on teacher referrals/student referrals at the High School level. Hearing tests: All students at Woodman Park were tested. Students in grades 1-5-7 were given hearing tests. Notices were sent to parents if a problem was found. High school tested on teacher/student referrals. City wide kindergarten/nursery schools were again tested.

This was conducted by Jean Haley, R.N. Public Health nurse PSHS, NH Division of Public Health, Concord, NH. Once again students in the Health Career Program at the High School helped.

Students were given a Tympanometry a simple impedance test for middle ear function. It is felt that learning problems and troublesome behavior of students can result from middle ear disease, a common condition which cannot be detected by pure tone testing alone.

Children who suffer mild, undetected hearing loss often have language disorders accompanied by other educational difficulties and may be mislabeled "slow learners" or "inattentive". It was unfortunate that the kindergarten teachers would not go along with having their students done. This was done at the First Parish Church. Many thanks for the use of their rooms in October. All parents were notified if a hearing problem was found. All students from the city wide kindergarten/nursery schools were rechecked if a hearing problem was found. This was done by Mrs. Marley, R.N. Scoliosis testing was completed in 5th and 7th and High School. Parents were notified of any problems found.

Toothpaste/brushes: Dental Health month —

February. Students in grades 1, and 3rd were given toothpaste and brushes. Dr. Faskianos came on February 11th and

talked to the 1st grade. This was set up with the help of Barbara Soris, 1st grade teacher. Foot examination: January 29, 1982 at Woodman Park. Dr. Minaudo, podiatrist examined feet of students in grades: K, 1st and 2nd.

Notices were sent if problems were found. On May 7, Dr. Minaudo and Dr. Cingolani, Chiropodist will do Garrison, Pierce and Horne Street. Color blind tests: All 4th grade students were tested. Immunizations: All first grade/Kindergarten students are completely up-to-date. New students are not admitted if there is no proof of immunizations.

Students not up-to-date are given 30 days and if not completed by then are not allowed to remain in school. This has worked out extremely well. Lunch Program: Administered by the school nurse. Blood pressures: Numerous. I would like to thank Mrs. Aultman, Mrs. Abbott and Mrs. Lemos for their help again this year. Mrs. Bye has been our substitute and has done an excellent job — Thanks. We would like to be able to set up a testing program (vision/hearing/scoliosis) at the High School but find it very difficult to do. Some teachers cooperate but many more do not which hampers and frustrates us. Many problems will be picked up, even at this age.

The nurse at the High School should not be looked at merely as a bandaid. If you have any suggestions they would be well received.

## BUILDING IMPROVEMENTS

The School Department is responsible for maintaining six school buildings, storage building, greenhouse, the Hale School and Social Security office building until June, and athletic facilities. The replacement value for the buildings and contents is approximately \$24,342,300. Mr. James Bickford, Head Custodian, and Mr. Donald Guile, Assistant Head Custodian, and the custodial staff maintaining our schools and related facilities are to be highly commended for the fine work they are doing, and for their sincere effort in giving our children a clean and healthy atmosphere in which to learn, and for protecting the district's investment in its school buildings.

1. Refinished 5 interior doors
2. Replaced ceiling tile where needed
3. Repaired desks and chairs
4. Replaced glides where needed
5. Repaired lockers
6. Repaired 15 locksets
7. Painted restrooms
8. Painted canopy
9. Painted 6 classrooms
10. Remodeled Assistant principal's office
11. Replaced 30 light fixtures (boys' locker room)
12. Repaired hangers and radiator covers
13. Replaced ceramic tile where needed
14. Installed folding gates (science labs)
15. Repaired bleachers
16. Refinished gym floor
17. Pumped and cleaned fuel oil tank
18. Replaced broken hot water lines (cafe)

## Dover Jr. High School

1. Replaced floor tile where necessary
  2. Repaired desks and chairs
  3. Installed 4 high pressure sodium light fixtures (vandal lights)
  4. Repaired drainage lines (cafe)
  5. Removed 5 classroom partitions (annex)
- Garrison School
1. Painted all door casings
  2. Painted restrooms
  3. Replaced floor tile where necessary
  4. Replaced ceiling tile where necessary
  5. Replaced 5 vandal lights
  6. Installed chain link enclosure with gate around gas tank
  7. Repaired desks and chairs
  8. Replaced glides where needed

## Horne St. School

1. Painted restrooms
  2. Painted all door casings
  3. Painted canopy
  4. Painted office
  5. Repaired desk and chairs
  6. Replaced glides where needed
  7. Repaired exterior doors
  8. Replaced roof
  9. Painted exterior doors
- Pierce School
1. Painted restrooms
  2. Painted exterior doors
  3. General maintenance
  4. Repaired gates on fence
- Woodman Park School
1. Replaced floor tile where necessary
  2. Repaired desks and chairs
  3. Replaced glides where needed
  4. Replaced burner No. 2 boiler

5. Replaced breaker panel, 1st floor
6. Replaced 17 emergency lights
7. Remodeled 2 classrooms (kindergarten)
8. Repaired bleachers
9. Refinished gym floor
10. Painted restrooms
11. Painted 5 classrooms
12. Painted all door casings
13. Painted exterior doors
14. Pumped and cleaned fuel oil tank

## School System

1. All boilers have been cleaned and inspected
2. All pumps, motors and belts repaired as needed
3. All heating units and ventilating units greased and oiled, filters replaced three times per year
4. Fire escapes and playground equipment have been checked

## SUMMER SCHOOL

Dover's nineteenth Summer School was held at Dover High School from July 6 to August 7, 1981. Ten teachers were employed for this year's classes and 201 students were enrolled. This year's curriculum was again mainly designed to help students who had difficulty in certain subject areas during the school

year. The Program included Basic Math, Algebra, Geometry, English (1-4), U.S. History, Civics, Physical Education. Students were also provided with the opportunity to enroll in Personal Typing and Driver Education, in order that they might schedule other courses in the Fall. Perhaps more

enrichment courses could be offered in 1982. At the close of Summer School,

final grades for the students were sent to their respective schools.

## 1981 Courses and Enrollment:

English (1-4)	37
Algebra, Geometry	29
Basic Math	12
Social Studies	25
Personal Typing	12
Physical Education	12
Driver Education	74

## SCHOOL CURRICULUM

mechanics, and idea development. The junior high has continued improving its basic skills emphasis, while providing challenging programs to capable students. The Science Department has been preparing an outline of Health objectives to submit to the ad hoc Dover Community Health Committee. The high school continues to emphasize an academic focus in its varied vocational and individual content area subjects. The English Department has been instituting a study skills program into its curriculum, and the Mathematics Department is incorporating computer based objectives in course offerings. At all school levels students are becoming exposed to the minicomputer. Through the efforts of parent groups and Title IV funding coordination, every school has access to one or more computers. Also this year a Gifted/Talented Coordinator has been working directly with students in grades 1-6 and providing teacher workshops for grades 1-12.

## SCHOOL COMMITTEE

This has been a busy year for the Dover School Committee with 12 Regular Meetings, 20 Executive Sessions, 17 Special Meetings, Curriculum Meetings, 3 Committee of the Whole Meetings, and 1 Annual District Meeting. There were also 16

Meetings of the Joint Building Committee for Renovation of the Dover Junior High School.

## SPECIAL MENTION

Special mention is given to the Dover School Volunteers who provide extra individual attention and caring for children, bring the human resources of the Dover community into the schools, and serving as an extra pair of hands for classroom teachers. The total hours donated by the 247 Dover School Volunteers were 7,561.

## JUNIOR HIGH RECONSTRUCTION PROGRAM

Dover Junior High School's reconstruction program is rapidly coming to a close. Minor finish work has to be done to complete the project. A balancing of the heating system should be completed by the end of the 1981-82 school year. Dedication and open house ceremonies took place on Sunday, November 1, 1981. A large number of residents toured the facility and commented that the reconstructed junior high was a successful project.

## KINDERGARTEN

The public school kindergarten program began September of 1981. Before time was available to assess the success of this program, a nonbinding public referendum overwhelmingly informed the school system that the community was not ready for a public kindergarten

program. This program will be terminated at the end of June, 1982.

## RECOMMENDATION

The above listed activities identifying some of the School Department's services to the student citizens of the city illustrate a greater public involvement in the public schools. The future successes of the city's education program will exist only with your continued help. I strongly recommend your visiting the schools, volunteering your thoughts and services to help us keep your education program at its present high level.

## CONCLUSION

I extend my personal thanks to the School Committee and the members of the community for their efforts and time spent in many meetings — always striving to improve the city's educational system. No report would ever be complete without personal accolades being extended to the Assistant Superintendent of Schools, Business Affairs, and the educational secretaries who have done more than is expected of them, providing those services that are not seen, but which keep the system running on an even keel. My compliments are extended to all the public spirited citizens, the teachers, principals and students.

BERNARD F. RYDER  
Superintendent of Schools



## ADULT VOCATIONAL EDUCATION

Components: Winter Term, 1981: Typing I, Typing II, Bookkeeping A, Bookkeeping B, Mechanical Drafting, Auto Maintenance, Nursing Assistant, Carpentry for Disadvantaged Youth, Job Search Skills

Spring Term, 1981: Bookkeeping, Office Procedures, Typing, II, Auto Maintenance, Machine Shop

Fall Term, 1981: Business Education for Disadvantaged Youth, Typing I, Bookkeeping, Shorthand, Nursing Assistant/Homemaker, Home Health Aide, Job Search Skills

Participants: 242 students  
13 part-time staff

## ADULT ACADEMIC DIPLOMA PROGRAM

Components: Winter Term, 1981: English

Spring Term, 1981: Algebra, U.S. History, Writing Workshop

Fall Term, 1981: Math Refresher, Psychology, Adult Practical Reading

Participants: 102 students  
5 part-time staff

## ENRICHMENT PROGRAMS

Components: Winter Term, 1981: Easy Budget Gourmet, French, Belly Dancing, Tailoring, Woodworking, Parent Effectiveness Training, Children's French, Cooking, Drawing and Painting, Arts and Crafts

Spring Term, 1981: Parent Effectiveness Training for Low Income Adults (special grant), Belly dancing, Clothing Alterations, Driveway Auto Maintenance, Floral Design, Greek Cooking, Home Maintenance, Knitting/Crocheting, Personal Typing, Quilting, Real Estate, Solar Energy, Spanish, Woodworking, Children's Arts and Crafts, Cooking, Drawing and Painting, and French

Fall Term 1981: Antiques, Belly Dancing, Cake Decorating, Counted Cross Stitch, Driveway Auto Maintenance, Food Gifts, German, Knitting/Crocheting, Spanish, Upholstery, Voice, Woodworking, Children's Arts and Crafts, Crocheting, Knitting, Drawing and Painting, Cooking

Participants: 524 students  
23 part-time staff

## COMMUNITY EDUCATION

Adult and community education programs sponsored by the Dover School

Department are supported by federal funds and by participant fees. Partial operating support provided by the Dover School Department is augmented by funds raised by Dover Adult Learning Center, a private non-profit organization. Programs include Adult Basic Education for people with less than twelve years of schooling, English as a Second Language, a Teenage

Alternative program, and adult academic, vocational, and enrichment classes. Many evening classes use Dover High School facilities. Adult Basic Education, Teenaged Alternative, English as a Second Language, and Saturday enrichment classes meet at the Adult Learning Center building on Atkinson Street. During 1981, 1,184 people participated in the Community Education program, including 54 who successfully passed the high school equivalency examination, 12 who earned adult high school diplomas, and 38 who were certified as nursing assistants.

## ADULT BASIC EDUCATION

Components: 2 Adult Basic Education beginning classes, 2 Adult Basic Education intermediate classes, 2 Teenaged Alternative Program classes, 3 English as a Second Language classes, 1 Independent Study Program, 7 Neighborhood Outreach Program classes including 3 for senior citizens, 3 for low income homemakers, and 1 in cooperation with Strafford Guidance Center, and 2 day care programs for children of ABE participants.

Participants: 316 students  
27 part-time staff

## SURPLUS SUPPLIES &amp; EQUIPMENT

The School Department continues to take advantage of surpluses made available by various Government agencies, private organizations, and individuals. These materials are obtained at little or no cost other than transportation costs and the cost of routine visitations (and solicitation) by the Vocational Director and others. There continues to be a decline in this activity because of limited available surplus. In 1968 the City of Dover entered into a Loan Agreement with the United States of America under which the Vocational Department has had the use of fifteen (15) machine tools whose acquisition cost was \$97,094.00. At the end of 1981 the Federal Government declared eight (8) of these machines

surplus, acquisition cost \$56,451.00, and the School Department exercised its option to purchase them for \$125.00. Although the value of these machines today is only a very few thousand dollars, having clear title gives us better control and enables us to trade in for new equipment rather than return to the Federal Government which would be a considerable expense.

## SPECIAL EDUCATION

Approximately 260 Dover Students are currently identified as handicapped. Referrals are made by teachers, parents and professionals from other agencies. Evaluations are conducted by the special education staff members and processed through building placement teams. Dr. Donna Bolian, Coordinator of Special Education, is directly responsible for the special education programs. There are five self-contained special classes for low functioning children, one at Garrison, two at Woodman Park, one at the Junior High School, and one at the High School. At Woodman Park there is a self-contained class for children with

emotional/behavioral problems which are severely impairing their ability to function educationally. At the Junior High School there is a self-contained class for students with severe learning disabilities. The Pre-School classes at Garrison serve handicapped children ages 3 through 5. Resource programs are provided in all schools, including Dover Catholic, to serve the mainstreamed handicapped students. Students whose needs cannot be met within our own system are placed in regional programs or in specialized institutions such as the Rochester Child Development Center and the Great Bay School and Training Center. Six students are currently placed in residential facilities. Federal funds generated by P.L. 94-142 are being utilized to fund two support positions, a school psychologist and an outreach worker.

## USE OF SCHOOL FACILITIES

Garrison, Horne and Woodman Park gymnasiums were used on a weekly basis by several different clubs and organizations again this year during the hours of 6 to 10 p.m. Community demands for use of school facilities have continued to increase this past year and the athletic fields were also in great demand by youth football, adult rugby organizations and softball teams.

## TRANSPORTATION

We transport approximately 2,701 students per day. Broken down as follows:

Dover High School	985
Dover Jr. High School	389
Garrison	422
Horne Street School	240
Woodman Park School	393
Pierce School	36
Dover Catholic School	184
Dondero School (Ports.)	1
St. Thomas Aquinas	42
Portsmouth Jr. High School	1
Portsmouth High School	1
Great Bay School	2
Rochester Rehab Center	4
Somersworth High School (in wheelchair)	1

We travel approximately 1036 miles per day or 201,600 miles per year on regular school bus runs. We have a total of 28 school buses of which we use 21 of them on a daily basis. Seven are used as spares. They consist of the following:

	Passengers		Passengers
1 1976 Ford	60	15 1980 GMC	71
2 1977 Int	65	16 1976 Ford	60
3 1977 Ford (78 model)	59	17 1980 GMC	71
4 1973 Ford	60	18 1976 Ford	60
5 1977 Ford (78 model)	59	19 1969 Ford	60
6 1980 GMC	71	20 1980 GMC	71
7 1977 Int	65	21 1972 Ford	60
8 1977 Ford (78 model)	59	22 1970 GMC	60
9 1969 Ford	60	23 1972 Ford	60
10 1973 Ford	60	24 1980 GMC	71
11 1977 Int	65	25 1972 Ford	60
12 1970 GMC	60	H1 1978 Chev	17 & 1 wheelchair
13 1970 GMC	60	H2 1977 Dodge	13
14 1980 GMC	71	H3 1976 Chev	20
<b>Personnel</b>			
1 Transportation Director			
1 Head Mechanic			
1 Mechanic			
1 Part-time janitor			
28 Bus Drivers			
1 Monitor			

Bernard F. Ryder  
Supt. of Schools

General Fund 1981  
Revenue & Expense Distribution